

Please use a black or blue pen ONLY. Print clearly within the boxes in CAPITAL LETTERS. If you are not required to give information in some sections of the application, leave the boxes blank – do not mark or cross them out.

1 APPLICANT/LICENSEE DETAILS

- 1.1 Master Licence Number** – Print the Master Licence number to which you are a Close Associate (if known).
Identity Number – Print the identity number of the Master Licence to which you are a Close Associate (if known).
Expiry Date – Print the expiry date of the Master Licence to which you are a Close Associate (if known).
- 1.2 Name of Master Licence holder** – Complete **one** of the following:
Print the full last name and full given name of the individual Master Licence holder (to which you are a Close Associate) on the first line
OR
Print the full name of the corporation holding the Master Licence (to which you are a Close Associate) on the second line.

2 CLOSE ASSOCIATE DETAILS

- 2.1 Last Name/Given Name(s)** – Print your full last name then your full given name.
Date of Birth – Print your date of birth. PLEASE NOTE – You must be 18 years of age or over to be a Close Associate.
Country of Birth – Print the name of the country in which you were born.
Gender – Specify your gender. Indicate **F** for female or **M** for male.
Driver Licence Number & State of Issue – If you are the holder of an Australian driver licence, print your driver licence number and the State/Territory in which it was issued.
If you have ever been known by another name - (e.g. maiden name, name change by deed poll), you must list all names by which you have been previously known. If there is insufficient space to provide details of all previous names, attach a sheet of paper to the application form outlining all name changes.
- 2.2 Position in the Company/Business** - Print the position that you presently hold in the company/business.
- 2.3 Residential Address** – Print the address where you currently reside, including your street number and name, suburb, state/territory and postcode.
Postal Address – Print the address you wish the NSW Police Force to use for correspondence. If this address is the same as your residential address, please write 'AS ABOVE'.
Telephone Number (Business Hours) – Print your day time telephone number.
Mobile Number or other – Print your mobile/other telephone number (if applicable).
Email Address – Print your email address (if applicable).

3 CLOSE ASSOCIATE HISTORY

- 3.1 – 3.4** Read each question carefully and tick the appropriate box. If you tick YES to any of these questions, you must also provide the relevant details. **(Note: Penalties apply for omissions, false or misleading information).**
- 3.5 & 3.6** If you are a **current or former Interstate or Overseas Police Officer** you must provide a certified copy of your Statement of Satisfactory Service or Honourable Discharge papers from the relevant police authority.

4 DECLARATION - CLOSE ASSOCIATE

Do not complete this section until you have a Justice of the Peace (JP) present. Declaration must be signed and dated by the Close Associate in the presence of the JP. In completing this declaration, you are also consenting to having your fingerprints taken (if required).

5 JUSTICE OF THE PEACE

The Justice of the Peace (JP) must witness your signature on the declaration and must sign and date the application, provide their full name, JP Number and the State in which they are registered.

PROOF OF IDENTITY

The Commissioner of Police may require you to have your fingerprints taken to verify your identity. When an application is received, you will be notified in writing if you are required to have your fingerprints taken and provided with a list of police stations where your fingerprints may be taken.

3.3 Have you ever been found guilty of an offence (other than a minor traffic offence) where the Court has decided to record no conviction, within the last 5 years in New South Wales or elsewhere? (eg: S10)

NO YES (If yes, provide details below)

OFFENCE

COURT

DATE

3.4 Have you been declared bankrupt within the last 5 years?

NO YES (If yes, provide details below)

3.5 Are you now or have you previously been a police officer?

NO YES (If yes, provide details below)

DATE FROM

DATE TO

JURISDICTION

3.6 Have you been removed or dismissed from the NSW Police Force or from a Police Force of any other jurisdiction (whether in Australia or overseas) within the last 10 years?

NO YES (If yes, provide details below)

4 DECLARATION - CLOSE ASSOCIATE

I, (Print full name)

- Consent to the disclosure by the relevant authority of information needed to verify any details I have given in this application.
- Certify that the information contained in this application is true and correct in every detail.
(NOTE: Giving false or misleading information is a serious offence).
- Consent to having my fingerprints taken (if required).

SIGNATURE OF CLOSE ASSOCIATE

DATE

5 JUSTICE OF THE PEACE (MUST WITNESS THE CLOSE ASSOCIATE'S SIGNING OF THE ABOVE DECLARATION)

FULL NAME OF THE JUSTICE OF THE PEACE (JP)

JP NUMBER

STATE

SIGNATURE OF JP

DATE

ABOUT CLOSE ASSOCIATES

A Close Associate is a person who:

- (a)
- Holds or will hold any **Relevant Financial Interest** in the business.
 - Is, or will be entitled to exercise any **Relevant Power** in the business.
 - By virtue of that Financial Interest or Power, is, or will be able to exercise significant influence in respect to the conduct of that business.
- (b) Or any person that holds, or will hold any **Relevant Position** in the business.

"Relevant Financial Interest": Any share in the capital of the business.
Any entitlement to receive any income from the business.

"Relevant Power": Any Power (by voting or otherwise) to,
• participate in any directorial, managerial or executive decision, or,
• to elect or appoint any person to any relevant position.

"Relevant Position": This refers to the position of directors, managers & other executive positions and secretary and such other positions prescribed by the Regulation.

(NOTE: The above information is set out as a guide only, a comprehensive definition of the "Meaning of Close Associate" is fully set out in Section 4 of the Commercial Agents and Private Inquiry Agents Regulation 2006).